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ABSTRACT

This 1975 handbook covers both faculty policies and library services at the college. Administrative officers and their responsibilities are described in a brief section on administrative organization. Details pertinent to faculty members include those on faculty rank and status, titles, duties, committees, faculty Senate, department organization, appointments and tenure, promotions, leaves of absence, insurance and retirement benefits, collective negotiations agreements, professional obligations, research, and miscellaneous information on specific services. (LBH)

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FACULTY HANDBOOK AND LIBRARY GUIDE

HERBERT H. LEHMAN COLLEGE
THE CITY UNIVERSITY OF NEW YORK

HE 007221

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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The information in this faculty handbook and library guide has been assembled to assist members of the faculty and staff in becoming acquainted with Lehman College. It includes a brief history of the College, descriptions of administrative offices and procedures, a guide to the use of the Library, an explanation of the College's governance structure, and other information that should be useful. The *Bylaws* of the Board of Higher Education have been quoted where appropriate. Information which may be found in the College's bulletins, student guides, and campus directory has not been included.

Material in this handbook has been prepared by the Office of the Dean of Faculties, the Library, and the Office of College Relations and Publications.

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I. FACULTY HANDBOOK

HERBERT H. LEHMAN COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK

Herbert H. Lehman College is one of the ten senior colleges within The City University of New York. The University also includes eight community colleges and the Graduate School and University Center and is affiliated with the Mount Sinai School of Medicine.

The University, financed by New York City and New York State, is governed by the Board of Higher Education of the City of New York, which derives its authority from the State of New York and can be said to have powers and responsibilities equivalent to those of a college's board of trustees. The Board has twenty-one members who are appointed by the Mayor. They serve without compensation.

The Council of Presidents is composed of the Chancellor, as its permanent chairman; the Deputy Chancellor; the Presidents of the several colleges; and the President of the Mount Sinai School of Medicine.

HISTORY

The history of Herbert H. Lehman College is a story of continued growth and innovation in response to the educational needs of New York City and its people.

Although the academic year 1968-1969 was the first in which Lehman operated as an autonomous senior college within The City University of New York, 1931 is considered Lehman's founding year.

In that year the four original buildings on the campus were built. They housed what for 37 years was known as Hunter in the Bronx, the uptown campus of Hunter College. Over the years, with time out for World War II, the College evolved from a two-year undergraduate educational institution for women into the Lehman of today—a four-year, coeducational college of liberal arts and sciences offering baccalaureate and masters' degrees and The City University's doctoral program in plant sciences.

In World War II the campus was a U.S. Naval Training Center for the WAVES. In 1947 the United Nations Security Council made the campus its first headquarters in the United States.

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After the war men were enrolled at Lehman for the first time and the Bronx campus became a four-year college, graduating its first class in 1955.

During the mid-1960's it became increasingly obvious that, to meet the proliferating educational needs of surrounding communities, the College had to expand under its own leadership. Accordingly, in June, 1967, Dr. Leonard Lief of the Department of English was appointed Provost, and in December of that year was named President-designate. Finally, on July 1, 1968, Hunter College in the Bronx officially became Herbert H. Lehman College of The City University of New York. It was named in tribute to the memory of the late governor of New York State and U.S. senator.

THE STUDENTS

Since June, 1970, the City University's Open Admissions policy, adopted by the Board of Higher Education in 1969, has been in effect. Under this policy, every applicant who graduates with a diploma from a New York City high school is admitted tuition free to either a four-year senior college or a two-year community college of The City University. As a result, Lehman College's total undergraduate enrollment in day session rose from 5,426 in 1968 to 8,402 in 1971. (During the same period, the full-time faculty increased from approximately 400 to about 700.)

Lehman's students represent a cross-section of the population of New York City and its suburbs. Since there are no living accomodations on campus, all the students are commuters.

Information about student life may be found in the *Student Handbook*.

ACADEMIC ORGANIZATION AND PROGRAMS

Lehman College consists of twenty-seven academic departments, including the Library. For administrative purposes, the departments are divided into three groups, which are defined in the College's *Undergraduate Bulletin*.

The College operates undergraduate day and evening bachelor's degree programs, graduate programs in arts, sciences, and teacher education, and undergraduate and graduate summer sessions. Non-matriculated students are accepted for undergraduate studies as well as for graduate courses.

THE MASTER PLAN

To meet the College's growing needs, Lehman has developed a master plan for physical renovation and expansion to improve facilities for study, creative work, research, communication, and recreation.

The architectural plan calls for new structures to provide gymnasia, library facilities, faculty offices, and additional dining, cultural, and recreational facilities, as well as additional classrooms.

COLLEGE ADMINISTRATIVE OFFICERS

The administrative functions of the College are carried out by the following officers:

THE PRESIDENT

The President [of each CUNY college] has the affirmative responsibility of conserving and enhancing the educational standards and general academic excellence of the college under his jurisdiction. Such responsibility includes, but is not limited to, the duty to recommend to the Board of Higher Education for appointment, promotion, and the granting of tenure those persons who he is reasonably certain will contribute to the improvement of academic excellence at the college. (11.4a)*

THE DEAN OF THE FACULTIES

The Dean of the Faculties has under his supervision the faculty, the curriculum, and the academic affairs of students. Graduate arts and sciences studies, the Office of Academic Standards and Evaluation, and the Faculty Personnel Office also fall within his jurisdiction.

THE DEAN OF ADMINISTRATION

The Dean of Administration directs all matters relating to the day-to-day operation of the campus. He is responsible for the

*This and all subsequent numerical, parenthetical references are to the *Bylaws* of the Board of Higher Education.

supervision and maintenance of the physical plant and the operation of the following administration units: Audio-Visual Services, Buildings and Grounds, Campus Facilities, Data Processing, the Grants Office, the Language Laboratory, and the Offices of the Business Manager and the Registrar. The Dean's office also maintains the master calendar for all campus events.

THE DEAN OF ACADEMIC PLANNING

The Dean of Academic Planning deals with the coordination and development of programs, projects, and proposed curricula changes and the establishment of long-range goals for the College. In addition, the Dean is responsible for the Arts and Sciences Graduate Program and the preparation of the College's contribution to the City University Master Plan.

THE DEAN OF STUDENTS

The Dean of Students is responsible for all matters relevant to student life and activities. Personal, medical, and career counseling services; general supervision of extracurricular activities; communication and liaison with Student Government; and standards of student behavior fall within his jurisdiction.

THE DEAN OF THE SCHOOL OF GENERAL STUDIES

The Dean of the School of General Studies has as his responsibility the Evening and Summer Sessions. He exercises general supervision of the faculty in the School of General Studies. He is also responsible for the development and administration of special credit and non-credit programs.

THE DEAN OF TEACHER EDUCATION

The Dean of Teacher Education has jurisdiction over the undergraduate, graduate, and special programs of the Department of Education.

THE LIBRARIAN

The Librarian is chairman of the Library as an academic department.

He is responsible for the Library's organization, administration, development, and operation.

THE REGISTRAR

The Registrar is responsible to the President for the registration of students; the determination of eligibility for graduation, and preparation of class schedules; maintenance of records; research analysis of problems in the areas of curriculum, admission, and scholastic standards. (11.23A)

THE BUSINESS MANAGER

The Business Manager serves as the chief fiscal officer of a college or University unit and directs, for the President, the preparation of the budget and controls its operation. He directs all fiscal operations, including all financial records and reports, the management of administrative and custodial personnel, the purchasing and control of stores and property, the management of the operations and maintenance of the physical facilities, the operation of auxiliary enterprises, and coordinates the finances of student organizations. (11.20A)

THE DIRECTOR OF COLLEGE RELATIONS AND PUBLICATIONS

The Director of College Relations and Publications has as his responsibility those matters that relate the College to the outside community and all official publications emanating from within the College. These include the annual *Herbert H. Lehman College Bulletins;* The Lehman College Publications series; the quarterly *Faculty/Staff News;* special pamphlets and brochures; and posters, fliers, and promotional materials.

THE DIRECTOR OF "SEEK"

The Director of the SEEK Program (Search for Education, Elevation and Knowledge) supervises this special remedial and financial aid program for selected New York City high school graduates. He is also chairman of the Department of Academic Skills and thus is responsible for its remedial course work and its tutorial, counseling, and financial-aid services.

THE FACULTY

The faculty consists of all persons having faculty rank or faculty status . . . (8.3)

FACULTY RANK

The presidents, vice-presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians, have faculty rank and the right to vote both in the faculty and in their respective departments provided, however, that they have not received notice of nonreappointment or submitted a resignation. Anyone with faculty rank who is retiring retains his voting rights during his last year of service. (8.1)

FACULTY STATUS

Those persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status. All persons having faculty status shall have such voting rights as they are entitled, provided, however, that they have not received notice of non-reappointment or submitted a resignation. A person with faculty status who is retiring shall retain his voting rights during his last year of service. (8.2)

TITLES ON THE PERMANENT INSTRUCTIONAL STAFF

Professor, associate professor, assistant professor, instructor (appointed prior to October 1, 1968), lecturer-nursing science (appointed prior to October 1, 1968), instructor (nursing science), registrar, associate registrar, assistant registrar, registrar's assistant (appointed prior to October 1, 1968), college laboratory technician. (6.2 and 6.3)

DUTIES OF THE FACULTY

. . . The faculty is responsible, subject to guidelines if any as established by the Board and the College's Governance Document, for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curriculum, awarding of college credit, and granting of degrees. It makes its own bylaws, consistent with the Bylaws of the Board and conducts the educational affairs customarily cared for by a college faculty. (8.6)

COLLEGE GOVERNMENT–THE LEHMAN COLLEGE SENATE

The Lehman College Senate came into being in 1971 after being approved by campus referendum and authorized by the Board of Higher Education. The Senate's basic charter (see *Documents of Governance, 1972-1973*) was formed by a student-faculty-administration committee.

The Senate, composed of one hundred and nine members and chaired by the College President, is responsible for the formulation of Lehman's academic and educational policies (subject to the authority of the *Bylaws*) and for legislative and advisory functions related to the College's programs, standards, and long-range plans.

The elected Senate members comprise fifty-seven faculty representatives, thirty-nine student representatives, and three administration representatives, all endowed with full floor and voting rights; and one Gittelson employee (administrative staff) representative, who has floor rights but no voting rights. Non-elective (*ex officio*) representatives of the administration who have full floor and voting rights include the College's President and all Full and Associate Deans.

Senators are elected for two-year terms. Elections are usually held in the spring semester.

COMMITTEE ON FACULTY PERSONNEL AND BUDGET

Each college has a Committee on Faculty Personnel and Budget of which the President is chairman. The members of this committee are a Dean, designated by the President, and the Department Chairmen.

The Committee receives from the several departments all recommendations for appointments to the instructional staff, reappointments thereto, with or without tenure, and promotions therein, together with compensation; and recommends action thereon to the President. (8.10)

PROCEDURE FOR COLLEGE COMMITTEES ON FACULTY PERSONNEL AND BUDGET

Each committee concerned with instructional staff appointments, reappointments, reappointments with tenure, and promotions, keeps minutes of its proceedings conforming insofar as is practicable to Roberts' Rules of Order, Revised. The actions of the committee are by secret ballot and the results of the balloting are recorded in its

minutes. All records of the proceedings with respect to a candidate are filed in the candidate's Administration File, and are available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotions, and tenure. It is also the duty and responsibility of the President, or his designee, to communicate to the candidate the action of the committee, but no reason need be assigned for a negative recommendation. Affirmative recommendations of the committee are submitted to the President in accordance with the procedures set forth in the Bylaws of the Board. (8.13)

UNIVERSITY FACULTY SENATE

The University Faculty Senate is responsible and subject to the Board, for the formulation of policy relating to the academic status, role, rights and freedoms of the faculty, University-level education and instructional matters, and research and scholarly activities of University-wide import. (8.14)

DEPARTMENT ORGANIZATION

Each department, subject to the approval of the faculty or Faculty Council,* where existent, and subject to the provisions of other sections of the Bylaws of the Board, has control of the educational policies of the department through the vote of all of its members who have faculty rank or faculty status. The department may enfranchise other full-time members. (9.1)

The executive officer of the department is the Department Chairman who is either a professor, associate professor, assistant professor, or tenured instructor elected by secret ballot for a term of three years . . . by a majority vote of all the members of the instructional staff of the department who have faculty rank or faculty status. (9.1); (Lehman College Governance Structure.)

The departmental Committee on Personnel and Budget consists of the Department Chairman and four other members who must have faculty rank which provision should not affect student membership. The Department Chairman is the chairman of the Committee, a majority of whose members must be tenured. Election of the four faculty members is by a majority vote of all full-time members of the department and should coincide with the election for Department Chairman. A vacancy in the Office of Chairman prior to the expiration of his term when such vacancy necessitates an election for

*Superseded by the College Senate in 1971.

a new Chairman should not affect the term of the Committee. (9.1); (Lehman College Governance Structure.)

APPOINTMENTS

Recommendations for appointments in a department are initiated by the department or to a professorial title by the President pursuant to his responsibilities.

All appointments, reappointments, and reappointments with tenure to a department are recommended to the College Committee on Faculty Personnel and Budget by the Chairman of the Department after consultation with the President in accordance with the vote of the majority of the members of the department's Committee on Personnel and Budget. (9.6)

TENURE

Tenure is the right of a person to hold his position during good behavior and efficient and competent service, and not to be removed therefrom except for cause in the manner provided for in these Bylaws. (Def.e)

The permanent instructional staff consists of those persons who have been granted tenure in any of the eligible titles. Tenure may be granted by the Board, in its discretion, to those in title, who after serving on an annual salary for five full years continuously, have been appointed or shall be appointed for a sixth full year. Tenure shall be effective on the first day of September following reappointment for the sixth full year. . . . Where an appointee begins his service after September thirtieth, the tenure period shall not begin until the succeeding September first . . . (6.2)

PROMOTIONS

All promotions in the instructional staff, except promotions to Professor, are recommended to the College Committee on Faculty Personnel and Budget by the Chairman of the Department only after a majority affirmative vote of the departmental Committee on Personnel and Budget . . . (9.7)

Assistant Professor

For appointment or promotion (for Instructors appointed prior to

October 1, 1968) to Assistant Professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He must also have obtained the Ph.D. degree, or an equivalent degree, in an accredited university. . . (11.7,2)

Associate Professor

For promotion or appointment to the rank of Associate Professor, the candidate must possess the qualifications for an assistant professor except that he must have obtained the Ph.D. or an equivalent degree from an accredited university, and in addition he must possess a record of significant achievement in his field or profession, or as a college or university administrator. There should be evidence of his continued growth and that his alertness and intellectual energy are respected outside his own immediate academic community. Longevity and seniority alone shall not be sufficient for promotion. (11.7,3)

Professor

For promotion or appointment to the rank of Professor, the candidate must possess the qualifications for an associate professor, and in addition a record of exceptional intellectual, educational, or artistic achievement. There shall be evidence of his continued growth. Longevity and seniority alone shall not be sufficient for promotion. (11.7,4)

In certain departments, equivalencies may be accepted in lieu of the degree requirements and the evaluation and interpretation of these equivalencies must reflect a direct and specific relationship between the discipline represented and the field in which the candidate is to serve. (11.8,1,2)

Distinguished Professor

For appointment to the position of Distinguished Professor, a person shall have all of the qualifications necessary for appointment as a professor. He shall be either a professor in the University or a recognized distinguished scholar in the academic world. In addition he must be a person of outstanding merit and accomplishment in his field. (11.9)

LEAVES OF ABSENCE

Questions concerning leaves of absence may be directed to the

Faculty Personnel Officer. Applications may be obtained in the Faculty Personnel Office.

Sabbatical Leave

Application for sabbatical leave may be made by any member of the permanent instructional staff who is under the age of sixty-five years, after any period of six years of service on annual salary exclusive of non-sabbatical leave for the following purposes:

1. Study and research, including related travel;
2. Creative work in literature or the arts. (13.1)

Sick Leave

Members of the instructional staff except as otherwise provided shall be granted sick leave of twenty calendar days exclusive of Saturdays, Sundays, and authorized holidays and recesses during each year of service. . . .

The unused portions of such sick leave shall be cumulative to a maximum of one hundred and sixty calendar days during which the college is in regular session. . . . (13.2)

Retirement Leave

Members of the permanent instructional staff who are members of a retirement system shall be granted a retirement leave of absence with full pay consisting of one-half of their accumulated unused sick leave up to a maximum of one semester, or the equivalent number of school days. (13.3)

Maternity Leave

A maternity leave may be for one year except that the President . . . may curtail the leave to one semester, provided that the terminal date shall be at least two months after the termination of the pregnancy. An extension of a maternity leave shall be permitted on request for a period not in excess of one year from the end of the original leave. . . .In exceptional cases . . . the President may terminate a maternity leave during a college term. . . .

Maternity leaves shall be granted without pay during the period of the leave. . . . (13.4)

Leaves for Special Purposes

Special leaves for personal emergencies of not more than ten working days may be granted with pay by the President at his discretion.

On the recommendation of the Department Committee on Personnel and Budget, the Faculty Committee on Personnel and Budget and the President, the Board may grant to members of the instructional staff leaves of absences for special purposes such as study, writing, research, the carrying out of a creative project, public service of reasonable duration, or the restoration of health. Such leaves shall be taken without pay. (13.6)

FACULTY WELFARE

An outstanding, comprehensive program of benefits is provided for eligible members of the instructional staff through the cooperation of the City of New York, the Board of Higher Education, and The City University Faculty Welfare Trustees. Questions may be directed to the Faculty Personnel Office concerning the following:

Health Plans

Blue Cross Hospital Benefits
Blue Shield Basic and Blue Shield Major Medical
Group Health Insurance (GHI)
Health Insurance Plan of Greater New York (H.I.P.)

Faculty Welfare Trustees' Programs

Total Disability Insurance (TIAA)
Group Life Insurance (TIAA)
Health Insurance Supplements
  Major Medical (TIAA)
  Blue Cross–Blue Shield Supplements
Dental Insurance

Retirement Plans

New York City Teachers' Retirement System
TIAA-CREF Retirement Program for CUNY

COLLECTIVE NEGOTIATIONS AGREEMENTS

The Board of Higher Education of the City of New York first entered into collective negotiations agreements with the Legislative Conference and the United Federation of College Teachers in 1969. These agreements were effective for three years, subject to renegotiation. The two unions have merged into the Professional Staff Congress of The City University of New York. Copies of contracts are available for consultation in department offices, in the Library, and in the Office of the Dean of the Faculties.

PROFESSIONAL OBLIGATIONS OF THE FACULTY

Each full-time faculty member should view his appointment to a college or university faculty position within The City University as his major professional commitment. Though his first responsibility to The City University is that of teaching, he should recognize the obligation to be regularly accessible for conferences with his students, to participate in appropriate extracurricular undertakings, and to serve on various college and University committees and as a member of college and University councils and other assemblies. He should constantly make all efforts to improve his professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures.

Where supplemental activity is felt to be desirable (that is, when the activity is closely related to professional interest, and especially when it strengthens professional competence and enriches professional performance) such activity is encouraged, provided the individual faculty member receives approval for such endeavors from the departmental Personnel and Budget Committee after full disclosure of his total academic and professional commitments. Having received such approval, the extent of the benefit, and the amount of time to be expended upon such work should be decided by the faculty member in consultation with his Department Chairman, subject to the review of the College President. The President's approval will be given only for activity that involves not more than an average of one day a week, or its equivalent.

It is the policy of The University and its colleges to achieve exchanges of services, wherever possible, by budgetary interchange or by the balancing of interchanged services, with no additional academic load or extra remuneration for the individuals concerned. Variations from this norm will be allowed only with the special permission of the Chancellor or the appropriate president, up to a maximum of one course per semester or three hours, whichever is larger.

During the academic year, full-time faculty appointed to participate in the doctoral program are expected not to engage in additional teaching.

Teaching in a summer session or in a special institute (such as NSF and the like) or working on a research grant or contract—shall not in any case exceed two-ninths of an academic year's full-time commitment as measured both in time and in remuneration.

FACULTY RESEARCH

CUNY Research Foundation

The agreement between the Board of Higher Education of the City of New York and the Legislative Conference* provided that the Board establish a substantial annual sum through the duration of the contract (August 31, 1972) for the specific purpose of supporting faculty research. Future funding depends upon the outcome of contract negotiations. Information is available in the Grants Office.

Herbert H. Lehman College Research Grants

A limited number of small grants-in-aid through the George N. Shuster Fellowship Fund are available to full-time faculty. Information is distributed by the Office of the Dean of the Faculties once each academic year.

Grants and Other Awards

The College's Grants Office offers assistance to faculty wishing to apply for municipal, state, and federal grants, fellowships, scholarships, and other stipends. All applications for grants should be submitted through this office. The Grants Office should also be informed of the outcome of all applications for grants.

Faculty Travel

Funds are allocated yearly by The City University of New York for faculty travel to meetings of learned societies, professional conferences, and conventions. Information is available in the Office of the Dean of the Faculties.

GENERAL INFORMATION

Parking

Although there are several faculty parking areas, space is limited during peak hours. Permit stickers are available in the Business Office upon payment of a fee. A sticker does not, however, guarantee a parking space.

Paychecks

Paychecks may be picked up on the last working day of each month in the Business Office.

*In spring, 1972, the Legislative Conference became part of the Professional Staff Congress, a merged City University bargaining representative.

Lost and Found

Check with the Office of the Dean of Students.

Mail

Mail rooms are located in Shuster and Carman Halls. Bulletin boards containing items of interest for faculty and staff are also located in the mail rooms. Consult your department office for specific details.

Eating Facilities

On-campus eating facilities include the Faculty Dining Room, the Cafeteria, and the Terra Cotta Lounge in Student Hall; the new "quick service" snack bar in the temporary structure between Carman and Davis Halls; the faculty conference room in Carman Hall (Room B-16); and the snack bar in Carman Hall.

Recreational Facilities

The swimming pool, gymnasia, and tennis courts are available to faculty and their families. Specific information will be distributed by the Department of Health, Physical Education, and Recreation. You may also telephone extension *8100.*

Security

The Security Officer is located in Shuster Hall, Room 133, extension *8594.* After 5:00 p.m. and on weekends the main guard booth at Gate 10 may be reached on extension *8188.*

Medical Office

The Medical Office is located in the Gymnasium Building, 1st floor. The telephone extension is *8588.*

Lounges

Lounges are available in Carman and Student Halls.

Note on Pets

Faculty, students, and staff are advised that pets are not allowed on campus.

II. LIBRARY GUIDE

THE LEHMAN COLLEGE LIBRARY

Since 1960 the Herbert H. Lehman College Library has occupied a building designed by one of America's outstanding architects, Marcel Breuer. The book collection now numbers approximately 255,000 volumes and the Library subscribes to some 1,800 periodicals. The primary objective of the Library is to sustain the academic program of the College. To accomplish this it must maintain a collection of sufficient size and currency to meet the demands of ciass assignments and preparation for examinations on the undergraduate and master's level, and provide at least partial support for faculty research projects.

LIBRARY HOURS

Regular academic year

Monday through Thursday	8:30 a.m. to 11:00 p.m.
(Periodicals Room	8:30 a.m. to 10:00 p.m.)
Friday	8:30 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

Intersessions (between semesters, Winter and Spring vacations)

Monday through Friday	8:30 a.m. to 5:00 p.m.
Saturday and Sunday	CLOSED

Summer Session

Monday through Thursday	8:30 a.m. to 10:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.
Saturday (last three only)	10:00 a.m. to 5:00 p.m.
Other Saturdays	CLOSED
Sunday	CLOSED

Holidays

Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Easter Sunday, Independence Day.	CLOSED
Other holidays	Hours will be posted in advance

LIBRARY STRUCTURE AND ORGANIZATION

The collections and services of the Library, except for the periodicals collection, are housed on two floors, with the major public service and reading areas located on the main floor, the technical service, documents, and stack areas on the lower level. As one enters the Library the circulation desk and reserve book collection are to the right of the center aisle, the main card catalog to the left. The Periodicals Reading Room is located in Room B-21 Carman Hall.

Administratively, the Library is composed of four divisions: Reference, Circulation, Acquisitions, and Catalog. The office of the *Chief Librarian* is located to the left of the Library entrance in Room 103.

The *Reference Division* office is at the north end of the main floor, immediately behind the central reference reading area. This division is responsible for providing assistance in the use of the catalog and the collections, for arranging Library orientation programs on either an individual or group basis, for requesting interlibrary loans, and for Library book selection.

The head of the *Circulation Division*, whose office is located behind the Reserve Book desk, coordinates all circulation and reserve functions and supervises stack maintenance.

The *Acquisitions Division*, which has as its task the ordering and receiving of all new material for the Library, is located in Room 015 on the lower level adjacent to the stack area.

The cataloging, classification, and preparation for use of each volume added to the collection and the maintenance of the card catalog is the responsibility of the *Catalog Division*, located in Room 016 on the lower level.

Both the acquisitions and catalog offices can be reached by a stairway located behind the cirulation desk.

LOCATION AND CLASSIFICATION OF MATERIALS

The shelves on the main floor of the Library contain for the most part only reference and non-circulating material. Some of these volumes may be borrowed for a limited time by faculty members, at the discretion, however, of the head of the Reference Division. The

reference collection is shelved by call numbers beginning in the rear of the West Reading Room. The circulating books are housed in closed stacks on the lower level of the Library.

THE MAIN CARD CATALOG

The main card catalog provides the primary approach to the location of materials. This catalog lists all of the holdings of the Library except periodicals, government documents, phonograph records, and certain ephemeral materials in special collections. Each card contains a bibliographic description of the item, the call number for that item, and a notation as to the location of the piece if it is shelved elsewhere than in the general stack collection.

The card catalog is not a straight dictionary catalog, but is divided into three alphabetical listings—one containing entries by author, a second by title, and the third by subject. Thus all of the works by a particular author are entered under his name in the author section of the catalog, while all the books about him or his work are to be found under his name in the subject section of the catalog.

CLASSIFICATION OF BOOKS

The Dewey decimal classification was used until July, 1967; all new books added after that date have been classified according to the Library of Congress scheme. The older materials will be reclassified from Dewey to the Library of Congress notation eventually, but meanwhile both classifications exist in the collection.

THE READING ROOM COLLECTIONS

The East Reading Room

The East Reading Room contains the Library's reference collection of curriculum bulletins, tests, and pamphlets in the field of education. A circulating collection of juvenile books and elementary and secondary textbooks are also located here. These materials are listed in catalogs and indexes in this reading room but do not appear in the main card catalog.

The West Reading Room

The West Reading Room houses the curriculum-oriented phonograph record collection containing both musical recordings and the spoken

word. The discs do not circulate for home use. Supplementary reference books in music are shelved here, and there is a circulating collection of musical scores. Also located in this reading room are a collection of college catalogs, arranged alphabetically by the name of the college, and vertical files of pamphlets and career literature.

REFERENCE SERVICES

GENERAL ASSISTANCE

Reference librarians are on duty at all times at the central information desks to assist readers in locating material and in the use of the card catalog. A reference librarian is also available in the documents area on the lower level. Reference services include the following:

(1) assistance to students and faculty in the use of the Library;

(2) guidance to individuals in selecting and locating material for class use, reports, research papers, etc.;

(3) instruction to classes, at the request of the instructor, in the location and use of the major reference tools or of special materials needed for specific class assignments;

(4) consultation with the faculty on book selection to improve the Library holdings; and

(5) the preparation of bibliographies on special topics.

So that the reference staff may be alerted to the particular needs of your students, we suggest that, whenever the library materials listed in your syllabus promise to be difficult for your students to find or use, you either send a copy of the syllabus to the Library's Reference Division or discuss the problem with the head of the Reference Division.

INTERLIBRARY LOAN SERVICE

When the material is not in our collection, the Reference Division will arrange to borrow books, periodicals, and theses for faculty and graduate students from libraries outside the New York City area or from other units of The City University.

USE OF OTHER LIBRARIES

Library introduction cards are issued to faculty members and graduate students wishing to use other libraries of The City University system. These cards are available from the Associate Librarian.

CIRCULATION SERVICES

All books from the stacks, music scores and librettos from the West Reading Room, and juvenile books and school textbooks from the East Reading Room are charged out from the central circulation desk. Normally books borrowed by a faculty member may be kept for a semester and may be renewed for a second semester if needed, but the Library may recall books after two weeks if they are needed for use by another borrower. Books circulate to students for a period of four weeks. Any book needed for the reserve collection will be recalled immediately. At the end of each semester, a list of unreturned books will be sent to each faculty member with the request that the volumes either be returned or that they be brought to the Library for renewal.

BORROWING OF BOOKS

To borrow books, a call slip must be filled out for each volume and presented, together with the borrower's ID card, at the main loan desk. If the book wanted is in circulation at the time, the desk attendant will take a personal reserve if requested to do so by the borrower, and the requestor will be notified by mail when the book is available for his use.

INSPECTION OF BOOKS

Books are electronically inspected at the main and periodicals room exits from the Library. Faculty members are asked to cooperate in this procedure.

ADMITTANCE TO THE STACKS

Admittance to the stacks is granted to all faculty members and graduate students. Faculty members and graduate students are admitted upon presentation of their college ID card at the stack entrance located behind the main circulation desk. Since the college ID card does not differentiate between undergraduate and graduate students, departments should either file a list of their graduate students with the circulation desk or give each student an identifying letter to allow him to make use of this privilege. An undergraduate student in an Honors program will be granted stack privileges when necessary upon the written request of the faculty member directing the student's program. All are requested to sign in and out when entering and leaving the stacks.

SHELVING OF STACK BOOKS

The shelving arrangement of stack books can best be deciphered from the detailed location charts that are posted throughout the stacks. Generally speaking, however, the collection is shelved in two sections: one with books classified by the Library of Congress scheme and the other in the Dewey decimal classification. In order to speed up circulation services, the books are not arranged in strict order, but arranged according to frequency of use. All books removed from the stacks must be charged out at the main circulation desk.

CARRELS

Carrels are located along the north wall of the stack area. Any books left in the carrels will be reshelved by the stack pages, unless they have been charged out through the circulation desk.

RESERVE BOOK COLLECTION

Collateral reading material designated as required reading for a particular course may be reserved for limited circulation at the request of the course instructor. Books from the Library's collection that are transferred to this collection are so labeled in the main card

catalog. Listings of all such material are maintained in a card file at the reserve desk under the name of the author and under the name of the course instructor.

CIRCULATION OF RESERVE BOOKS

The circulation of reserve books is normally limited to a two-hour period; use of a particular title may be limited to one hour when it is in heavy demand. If a student has difficulty in obtaining a required title, however, he may arrange to have the book held for him at a specific time. One copy of each reserved title is kept in the collection for building use at all times; where additional copies exist they may be circulated for home use at 2:30 p.m. on weekdays and must be returned by 9:00 a.m. on the next school day. If a title is reserved for a School of General Studies class only, the multiple copies may be borrowed for home use at 8:00 p.m. and returned by 6:30 p.m. of the evening the class next meets. During intersessions any book on reserve may be borrowed for home use at the discretion of the circulation librarian.

Because books placed on reserve are specifically designated for the use of students taking courses at Lehman College, all other users of the Library will be limited to room-use privileges, and then only if the title is not in heavy demand by Lehman students. Faculty members are expected to observe this regulation for books reserved for courses other than their own.

PLACING BOOKS ON RESERVE

Placing books on reserve is accomplished by submitting the list of titles on forms provided by the Library. Copies of these reserve forms are sent to individual instructors when the names are known in advance, and copies are available at all times at the reserve desk. Only titles owned by the Library or on order should be listed. For books in the Library collection, or for periodical articles that must be photocopied, a two-week notice is required to assure that the material will be ready for use. An elapsed time of at least six weeks will be necessary for material that must be ordered. Whenever books are to be used by several sections of a course, instructors should recommend the purchase of necessary additional copies as far in advance of the beginning of classes as possible. Faculty members may also place personal copies of material to be read by their classes on reserve if they choose to do so. 28

PHOTOCOPIES

In compliance with the copyright law, the Library will, normally, neither make nor circulate photocopies of material under copyright. Where additional copies of such material are not available by purchase through normal trade channels, and in the case of a periodical article, *one* photocopy only may be made, and at the discretion of the librarian for use within the Library only.

PERIODICALS COLLECTION

The Library subscribes to approximately 1,800 periodicals and newspapers. A list of all titles held, both current and back runs, is provided at the desk in the Periodicals Reading Room in Carman Hall. Titles that are on microfilm or microcards are obtained for the user by attendants at the desk. Microfilm and microcard readers are located in the Reading Room. Current issues of most local newspapers are available.

Unbound issues for the current year, other than the latest, may be borrowed by faculty members for a one-week period by filling out a call slip at the periodical desk. Bound volumes of back issues and microfilms do not circulate.

Coin-operated photocopying machines are available in the Reading Room.

GOVERNMENT DOCUMENTS

The Library is a depository for selected federal government documents extending over a variety of subject areas. The College's collection is particularly strong in the fields of political science, history, economics, and geology. In addition to federal documents, the Library collects selected city, state, foreign, and international documents and technical reports.

For the most part, documents are listed neither in the main card catalog nor in the periodicals holdings list, but reference assistance in locating these materials is provided by the librarian in charge of the

collection. Unbound documents are normally restricted to use in the Library only.

BOOK ORDERING

We consider the building of the Library's collection to be a joint responsibility of the teaching faculty and of the Library staff. Consequently, we allot a portion of the Library's annual book fund to each department for use in recommending titles for purchase. Any unencumbered portion of these allotments reverts to the Library's general fund on April 1. Each department has a library representative of its own selection who coordinates the recommendations from the department and receives a monthly report of expenditures against the departmental allotment.

Recommendations for purchase from an individual instructor are submitted on purchase-recommendation cards to his departmental library representative, who then transmits them to the Library's Acquisitions Division. When the material has been received, cataloged, and made available for use, the recommendation-card is returned as a notification to the original requestor through his departmental library representative. If the title requested is already in the Library, is already on order at the time of the receipt of the request by the Library, or if the order is not placed for any other reason, the card is returned with the reason noted. Purchase-recommendation cards are available from the departmental representatives or from the Library's Acquisitions Division.

EXHIBITS

The Library maintains an active exhibit program and welcomes the participation of the faculty in this program. If you wish to plan an exhibit, please discuss your ideas with the head of the Reference Division well in advance of the desired time, so that arrangements may be made to incorporate the exhibit into the schedule.